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TO RUEHC/SECSTATE WASHDC PRIORITY 5855
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RUEHSO/AMCONSUL SAO PAULO 7257
RUEHRG/AMCONSUL RECIFE 5011
RUEHFSI/DIR FSINFATC

UNCLAS BRASILIA 001256

SIPDIS

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PLEASE PASS TO M/FSI/SPAS/OMT FOR FREDIE BARRON

E.O. 12958: N/A

TAGS: [APER](#) [AFSN](#) [AFSA](#) [AMGT](#) [KPAO](#) [BR](#)

SUBJECT: PK 334 FSN SECRETARIAL SEMINAR NOMINATION FOR DAISY COSTA

¶1. Mission Brasilia is nominating Daisy Costa to participate in FSI's PK 334 Secretarial Training Seminar. Daisy is a veteran employee of the Embassy in Brasilia where she has been working for the past 21 years. Over that time she has proven herself a valuable resource to the Science and Technology Division and is extremely well regarded by the Embassy community.

¶2. That said, while Daisy's institutional knowledge is very strong, she has been given few opportunities for training (one U.S. based training in 21 years), and is as yet unfamiliar with current trends and practices in time and resource management. These are two areas that would help immensely in Daisy's ever-increasing day to day workload, not to mention in implementing and streamlining up-to-date operating procedures for the Science Division. Moreover, Daisy is a forward looking individual who desires immensely to expand her career and scope of responsibilities. This training will bestow Daisy with both the confidence and skills necessary to grow professionally. Finally, because of her position in the Embassy community, Daisy will be well disposed to share and to pass on the knowledge that she garners from the course. For these reasons, we are requesting Daisy Costa's admission to the program.

¶3. Daisy's personnel information follows:

Name - Daisy Bezerra da Costa
Date of Birth - June 16, 1958
Nationality - Brazilian
Post - U.S. Embassy Brasilia
Position Title - Scientific Affairs Assistant
Section - Office of Science and Technology
Grade - 7/12
Length of Service - 21 years
Supervisor - Patricia D. Norman

CHICOLA